



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

VICE-CHAIR OF THE BOARD POSITION DESCRIPTION

Purpose

1. To act as the Chair of the Board of Directors (Chair), either in the absence of the Chair or as requested by the Chair, and to carry out additional leadership duties relating to the functioning, responsibilities and effectiveness of the Board of Directors (Board) of the Municipal Property Assessment Corporation (MPAC).
2. The Vice-Chair assists and advises the Chair in providing independent, effective leadership to the Board in the governance of MPAC.

Key Responsibilities and Duties:

MPAC Governance and Leadership

In addition to the key duties outlined in the Board Member Position Description, the Vice-Chair has additional oversight roles and responsibilities relating to the work and functioning of the Board as follows:

3. Assist the Chair, as appropriate, in fulfilling all responsibilities and specific duties described within the Chair of the Board Position Description.
4. Report to, advise, and provide wise counsel to the Chair.
5. Assist and advise the Chair on establishing agendas and meeting materials for board meetings.
6. Act as an additional key point of contact with the Chief Administrative Officer and Management in the Chair's absence or incapacity, and perform the responsibilities of the Chair when the Chair is unavailable.
7. In the Chair's absence or incapacity, carry out duties delegated by the Chair or the Board.
8. Collaborate with the Chair to develop and implement processes and practices that support the deliberations of the Board in order that the Board may diligently fulfill its duties and conduct its work and affairs effectively and efficiently.

9. Assist with the planning and achievement of the financial goals of MPAC, which may include working towards a specified budget, revenue generation or revenue sourcing.
10. Identify emerging issues and professional and market trends, and propose strategies to solve problems or seize opportunities.
11. Fulfill assignments that have a higher profile, or may be more complex, or may involve multiple parties or stakeholders.
12. Lead special projects and initiatives as assigned by the Chair or the Board, such as policy development or implementation.
13. Mentor new appointees to the Board, and provide oversight, coaching and advice with a view to ensuring quality, consistency and accountability.
14. Take on responsibility, as appropriate, for communication and coordination with Committee Chairs.
15. The Chair and Vice-Chair may (but are not required to) serve on the Committees.
16. Maintain current knowledge in MPAC's field of expertise and participate in professional development opportunities.
17. Perform other responsibilities as delegated by the Chair or the Board.
18. Assist the Governance and Human Resources Committee and the Board, as appropriate, in the assessment of Chair effectiveness.

Qualifications

The Vice-Chair is expected to possess all of the qualifications of a Member, and the following additional leadership abilities:

19. Ability to oversee the implementation of a strategic vision by ensuring appropriate plans are implemented, in order to deliver efficient, effective and high quality services.

20. An in-depth understanding of the professional, institutional, policy and community context in which MPAC operates, in order to recommend and oversee the impact of change.
21. A practical working knowledge of MPAC's constituting legislation, areas of expertise, regulation and industry sector, or the ability to acquire such knowledge within a reasonable period of time. Where appropriate, the Vice-Chair should be, or should recently have been, actively engaged in the industry sector or areas of expertise.
22. A comprehensive understanding of MPAC's corporate policies and supporting procedures.
23. Experience fulfilling the Director's fiduciary duty of loyalty and duty of care.
24. Effective communication and interpersonal skills to influence positively and productively the communication and relationships with the Board and Management, and to run productive meetings if or when required.
25. An understanding of governmental values and a commitment to working within the Government's accountability structure.
26. Ability to respect and promote the principles of equity, diversity and regional representation.
27. Knowledge of, and displayed commitment to, sound governance practices.
28. An understanding of sound financial and operational business processes and practices.
29. A commitment to the protection of the public interest within the mandate of MPAC.

Document Review

30. To honour the spirit and intent of applicable law as it evolves, the authority to make minor technical amendments to this Position Description is delegated to the Executive Director, Board Governance, who shall summarize and report any minor amendments to the Governance and Human Resources Committee annually for information. The Governance and Human Resources Committee shall review any material change(s) to this Position Description at its next regularly scheduled meeting, and recommend such change(s) to the Board for consideration and approval.
31. At least every two (2) or three (3) years, as the Governance and Human Resources Committee decides, this Position Description will be fully evaluated by the Governance and Human Resources Committee and updates recommended to the Board for consideration and approval.

HISTORY

Board Received Date: December 12-13, 2018 (Administrative Amendments)

Committee Review Date: November 6, 2018 (Governance and Human Resources Committee)

Board Approval Dates: June 11-12, 2015 | September 24-26, 2014